

AR-50-71; Ray. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form, Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address **Application Date** Application Number Department of Education Office of Vocational Education 81-168-A Division of Vocational Instruction **Application Number** Date Received Date Completed Business Education Unit 1752 East Tower; Floyd Building JUN 7 MAY 1 0 1983 1983 Telephone Number 2. Person to Contact **Working Title** 656-2562 Senior Secretary Deborah Collins 3. Action Requested a.

Establish Retention Schedules record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. M Amend Application No. 81-168-A ___ Check One: 🔯 Change; 🔲 Supercede; 🔲 Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest BUSINESS EDUCATION SCHOOL FILES What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function Change 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: included are: File is arranged: Monthly Reference Rate How often are records referred to which are: Sine to six months old _ ; Seven to twelve months old _____; Thirteen to twenty-four months old O-1 twenty-five months and older Q 9. Annual Rate of Accumulation of Records Other (specify) 4 2 fter-size drawers _; Legal-size drawers . : Shelves

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AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR RECORDS MANAGEMENT USE FOR AGENCY USE 1. Agency Address Application Number Application Date Department of Education 81-168-A Office of Vocational Education Division of Vocational Instruction Application Number Business Education Unit JAN 27 1982 | FEB 8 1982 **Working Title** Telephone Number 2. Person to Contact 656-2562 Deborah Collins Senior Secretary 3. Action Requested a.

Establish Retention Schedule, record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c. A Amend Application No. 81-168-A Check One: Change; Supercede; Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest BUSINESS EDUCATION SCHOOL FILES What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function No Change This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: Included are: No Changes File is arranged: How often are records referred to which are: 8. Monthly Reference Rate ___; Seven to twelve months old _____; Thirteen to twenty-four months old _____; One to six months old _____ twenty-five months and older _____ 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____

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	FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Ap	plication Date	Department of Education	Application Number
		Office of Vocational Education	1 81-168-A
Ap	plication Number	Division of Vocational Instruction	Date Received Date Completed
-	,	Business Education Unit	OCT 26 1981 NOV 4 1981
		Atlanta, GA 30334	1001
2.	Person to Contact	Working Title	Telephone Number
	Russell Mercer	State Supervisor	656-2552
3.	Action Requested	<u> </u>	
		Schedule; record will continue to accumulate.	
	b. Dispose of present ac	ccumulation; no further accumulation anticipated.	:
	c. Di Amend Application	No. 81-168 Check One: ☑ Change; ☐ Super	cede: □ Void
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9.	Annual Rate of Accumulati		
	Letter-size drawers	; Legal-size drawers; Shelves	; Other (specify)
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a. Is this the offi	cial copy of the series?		
	· •	requiring security handling? If yes, cite law or regula	etion.
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If yes, attach (ору.	nalyzed and/or recorded in a summarized report?	
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X If yes, where?	or a major portion of it) regularly r	nicrofilmed?	
_ - - - - - - - -	d series result in a computer print		
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b. Statute of limitation	years.	e. Administrative need3	years.
c. Federal law	years.	f. Federal retention instructionsEEO	
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Change;

Supercede;

Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest 1977 to date Business Education School Files 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Vocational Instruction is responsible for developing policy relating to vocational instruction at the secondary and postsecondary level; participating in the development of the State Plan for Vocational Education; developing vocational education program standards relating to instructional areas; providing consultative services to local school systems involving all phases of the instructional process; participating on evaluation of local school systems' vocational programs; reviewing architectural plans for local school systems' voactional facilities; reviewing request from local systems for the purchase of equipment; reviewing vocational education instructional materials; reviewing preservice and in-service training programs; and supervising vocational student organizations at the state level. 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: monitoring the activities of the Business Education program at the secondary and postsecondary level in Georgia. Included are: Program of Work: Secondary Vocational Education Report (DE Form 0537); and related correspondence. chronologically by fiscal year, thereunder by academic area, thereunder alphabetically by school system thereunder alphabetically by teachers name 8. Monthly Reference Rate How often are records referred to which are: twenty-five months and older _____? 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Shelves _____; Other (specify) ___

AR-50-71; Rev. 76

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RETENTION SCHEDULES TRANSFERRED FROM DEPT. OF EDUCATION (0414) TO THE DEPT. OF TECHNICAL AND ADULT EDUCATION; ON NOTIFICATION OF RUBY C. SHERRILL, DTAE (SEE ATTACHED LETTER & NAMES ENTRY)

0415-000

81-0014 M Vocational Organizations Affiliation Files

C 960425 SA C

4/25/96 Tran. from 0414(DOE) to 0415(DTAE)

CO = CY

Review folder and destroy all material 3 years or older

Note* Earlier Destruction authorized

0415-000

C

81-0015 M Vocational Organization General Administrative Files

960425 SA C

4/25/96 Tran. from 0414(DOE) to 0415(DTAE)

CO = FY

Hold in CFA 1 year

Transfer to Archives

For continuing retention

0415-000

81-0016 M Vocational Organization Financial Files

C 960425 SA C

4/25/96 Tran. from 0414(DOE) to 0415(DTAE)

CO = FY

Hold in CFA 1 year

Transfer to SRC

Hold 4 years

Destroy

0415-000

С

81-0043 M Related Coordinators

960425 SA I

4/25/96 Tran. from 0414(DOE) to 0415(DTAE)

0415-000

81-0168 M Business Education School

C 960425 SA I

4/25/96 Tran. from 0414(DOE) to 0415(DTAE)

RETENTION SCHEDULES TRANSFERRED FROM DEPT. OF EDUCATION (0414)

TO THE DEPT. OF TECHNICAL AND ADULT EDUCATION;
ON NOTIFICATION OF RUBY C. SHERRILL, DTAE (SEE ATTACHED LETTER & NAMES ENTRY)

0415-000 Administrative Subject 81-0255 M C 960425 SA I 4/25/96 Tran. from 0414(DOE) to 0415(DTAE) CO = FYHold in CFA 1 year Transfer to SRC Hold 2 years Destroy 0415-000 81-0256 M School System 960425 SA I C 4/25/96 Tran. from 0414(DOE) to 0415(DTAE) CO = FYHold in CFA 1 year Transfer to SRC Hold 2 years Destroy 0415-000 Trade and Industrial Education School System File 81-0325 M 960425 4/25/96 Tran. from 0414(DOE) to 0415(DTAE) 0415-000 89-0026 M JTPA Unit Administrative Files C 960425 SA I 4/25/96 Trans. from 04140(DOE) to 0415(DTAE) 0415-000 SDA Cooperative Agreement/RFP(Request for Proposal) Files 89-0027 M 960425 C 4/25/96 Trans. from 0414(DOE) to 0415(DTAE) 0415-000 89-0028 M JTPA Section 123 Activity Files 960425 SA I 4/25/96 Trans. from 0414(DOE) to 0415(DTAE) Approved by: 00. 8 1996 C:\Al\SCH\APPROVED\0415-96.sch Date: Nov. 18, 1996

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Secretary of State

Bepartment of Archives and History 330 Capital Avenue, S.A. Atlanta, Georgia 30334

Telvis A. Massey SECRETARY OF STATE (404) 656-2881

— Adward Meldon
DIRECTOR

(404) 656-2358 INFORMATION (404) 656-2393 FAX (404) 657-8427

April 25, 1996

Ruby C. Sherrill
Office of Technical Education
Department of Technical and Adult Education
1800 Century Place, Suite 400
Atlanta, GA 30345-4304

Dear Ms. Sherrill:

Thanks for the JTPA information you shared with me this morning.

Enclosed are copies of the JTPA retention schedules from Department of Education:

Schedule #89-026 - JTPA Unit Administrative Files, 1983 and [ongoing]; Schedule #89-027 - SDA Cooperative Agreement RFP Files, 1983 and [ongoing].

Schedule #89-028 - JTPA Section 123 Activity Files, 1983 and [ongoing].

We will update our records to transfer these to the jurisdiction of the Department of Technical and Adult Education. We will also begin a review to see if there are other records series that should be transferred from Education to DT&AE.

We will begin development of a common retention schedule for the local school systems' JTPA records when we receive the Department of Labor manual. We probably will be calling you again for clarification and additional information.

Again, thanks. Call us if we can be of assistance.

Sincerely,

Peter E. Schinkel

Head, Schedule Section

404 656-2373 FAX 404 656-2949

<petes@archives.sos.state.ga.us>

Enclosures

CC:

Andrew S. Taylor, Assistant Director

C:VA1V0415-96.LTR

LNAME Sherrill SALUT Ms.

FNAME MI Ruby C. AUTH RA **RECNO 2207**

PHNO 404 679-1678 FAXNO 404 679-1675 EXT EMAIL ORG (

CONFID

TITLE

AGENPREFIX Department of

ACRONYM DTAE

AGENDESC Technical and Adult Education

AGCODE 0415

DIVISION Office of Technical Education

DIVCODE

PO BLDG 1800 Century Place, Suite 400

STREET

CITY Atlanta

STATE GA

ZIP 30345-4304

DELIVERY M

COUNTY Fulton

INST SA

TRANDATE 04/25/96

INIT PES

NOTE 4-25-96: She coordinates JTPA for local schools. She will send us the GDoL Manual which sets 3 year after grant period requirement. She thinks a common for local schools is a good idea.

Told her we would transfer 89-026,027,028 to DTAE; would do same for any others if we knew which they were.